

Welcome Aboard



UNITED STATES MARINE CORPS
Advanced Infantry Training Company
School of Infantry
Training Command
Camp Lejeune, North Carolina 28542

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AITC
04 Dec 06

From: Commanding Officer, Advanced Infantry Training Company
To: Student Personnel, Advanced Infantry Training Company

Subj: WELCOME ABOARD PACKAGE

Encl: (1) AITC Mission and Training Philosophy
(2) Additional Student Information
(3) Disenrollment procedures for students

1. Congratulations on your selection to attend the School of Infantry's Advanced Infantry Training Company. Attendance at this school is indicative of your desire, motivation, and sincere interest to excel both professionally and personally.

2. You will find the courses challenging and rewarding. They are designed to provide you with the next level of professional growth with in your infantry career progression. Furthermore, these courses will broaden your perspectives and capabilities in preparing for duty within the Marine Corps Operating Forces.

3. Your primary task while attending AITC is to complete the prescribed program of instruction successfully. Study and practical application are the required tools for accomplishing this mission. Although grades are important, the retention of the knowledge, skill, and experience you gain is paramount. A leader constantly strives towards improvement. AITC furnishes the tools, but you must do the work. I challenge you to put forth your best effort, and I trust that you will find the AITC experience beneficial.

4. Welcome aboard.

A. C. BLUNT

ADVANCED INFANTRY TRAINING COMPANY

MISSION:

1. The primary mission of the Advanced Infantry Training Company (AITC) is to provide formal courses of instruction to Infantry Marines, as directed by the Commandant of the Marine Corps.
2. The secondary mission is to make available duty experts and essential materials for Mobile Training Team (MTT) assignments at the discretion and direction of the Commanding Officer, School of Infantry.

COURSES OF INSTRUCTION:

1. There are currently ten formal courses of instruction offered by AITC. They are the Infantry Operations Chiefs Course (IOCC), Infantry Unit Leader Course (IULC), Infantry Squad Leader Course (ISLC), Infantry Machine Gun leader Course (IMGLC), Infantry Mortar Leader Course (IMLC), Martial Arts Instructor Course (MAIC), Marine Combat Instructor Course (MCIC), the Scout Sniper Basic Course (SSBC), Infantry Assault Leaders Course (IALC) and the Infantry Anti-Tank Missileman Leaders Course (IATMLC).
2. AITC focuses on providing infantry leaders with a training and educational environment that develops their decision making process, and makes practical use of their acquired infantry experience in tactical situations.
3. Our courses emphasize appropriate levels of instruction in current warfighting doctrine, mission tactics, mission planning, combined arms and leadership development.
4. Infantry Marines that are selected to attend our courses of instruction will be issued, for retention, an extensive doctrinal publications collection for continual reference when they return to their parent units.

TRAINING AND EDUCATION PHILOSOPHY:

1. AITC is designed to challenge infantry leaders and enhance the practical knowledge they gain from years of infantry/FMF experience. Our graduates will possess the ability to assume operational/training roles one or two levels above their current billets; and will possess the skills needed to design, implement and execute small unit training one level below their current billet.

Enclosure (1)

ADDITIONAL STUDENT INFORMATION

1. Student Chain of Command. As students, your immediate supervisor is your Course Advisor. While attending AITC, your Course Advisor is available 24 hours a day, 7 days a week if needed.
2. Administration. SOI Student Administration Section will provide you with routine administration support while you are a student here. Applications for programs offered by the Marine Corps and corrections of errors in records prior to arriving will be deferred until you return to your parent command. Student Admin conducts all in/out processing, and pay matters. Advance travel may be drawn from your parent command if travel is other than Government Travel Request. Travel pay must be liquidated at your parent command. SOI retains all SRB and orders. Health and Dental records are maintained at the Naval Hospital, Branch Clinic, Camp Geiger.
3. Transportation. For those coming from out of town, taxis are available from the Jacksonville airport and the Greyhound bus depot to Camp Geiger.
4. Check-in. Report time is between 0700 and 0800 at building G-615 on "C" Street at Camp Geiger in the camouflage uniform (Marines checking into Marine Combat Instructor Course will be in Service "A" uniform). You will have in your possession your Original Orders, Service Record Book, Command Screening Checklist, Health and Dental Records. A black ink pen and paper to take notes is advised.
5. Parking. Student parking is available; you will not park in the grass, Instructor or Staff slots, or along the side of the road.
6. Graduation. All students who successfully complete the course requirements will graduate in a formal ceremony. We encourage you to invite your family, friends, and members of your command to the graduation.

DISENROLLMENT PROCEDURES FOR STUDENTS

1. When a student meets the criteria for disenrollment the Commanding Officer may convene a performance review board consisting of the student's Squad Advisor, the Company Operations Chief, the Company 1st Sergeant, the Company Executive Officer, and the Commanding Officer. The Commanding Officer reserves the right to disenroll the student without conducting the performance review board, or to keep the student in the course without convening the performance review board based on the circumstances of the offense.

2. The board will be conducted at the earliest opportunity after the recommendation for disenrollment is received by the command.

3. A student may be recommended for disenrollment and referred to a performance review board for any one of the following reasons:

a. Failure of a PFT, provided that it is a requirement for graduation IAW the POI, a pre requisite to attend the course of instruction, or the final PFT

b. Failure of three tests / events. (Includes remediation)

c. Failure to turn in an Operation Order or other assignment without prior approval by the senior instructor.

d. Un-authorized absence:

1. The first offense of less than one hour will result in a counseling by the Squad or Platoon Instructor, and notification of the Marines Parent Command.

2. Second Offense, less than one hour, will result in a counseling by the Senior Instructor and notification to the Marines Parent Command.

3. Any offense of more than one hour may result in immediate recommendation for disenrollment, and a charge being forwarded to the Marines Parent Command.

e. Cheating on an examination.

f. Documented physical problems that preclude the Marine from participating in the training evolutions.

g. Missing two or more days of training.

Enclosure (3)

4. If the Commanding officer determines that a student is to be disenrolled, the following action will take place:

- a. The 1st Sergeant will notify the Marines Parent Command.
- b. The Marines Senior Instructor will ensure that the Marine is properly checked out of SOI, to include Supply, Armory, Medical, and Dental.
- c. The 1st Sergeant will ensure that the proper evaluation and or documentation is provided to the Marines unit and or submitted to HQMC as part of permanent record as required.
- d. A letter will be generated and forwarded to the Marine's Commanding Officer, via the Commanding Officer of AITC, detailing the reason for disenrollment.

5. FAILURE OF EVALUATED EVENTS

- a. All students will be afforded the opportunity for remediation. Students will be afforded a one time re-test on all examinations for mastery / non-mastery. The Maximum score the student can receive is an 80% for any retest.

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1553
S-3 Ops
04 Dec 06

From: Operations Officer, Advanced Infantry Training Company
To: Operations Officers

Subj: ADVANCED INFANTRY TRAINING COMPANY TRAINING GUIDANCE

Encl: (1) Infantry Operations Chiefs Course Screening Checklist
(2) Infantry Unit Leader Course Screening Checklist
(3) Infantry Squad Leader Course Screening Checklist
(4) Infantry Mortar Leader Course Screening Checklist
(5) Infantry Machinegun Leader Course Screening Checklist
(6) Infantry Assaultman Leader Course Screening Checklist
(7) Infantry Anti-Tank Missilemen Leader Course Screening Checklist
(8) Martial Arts Instructor Course Screening Checklist
(9) Marine Combat Instructors Course Screening Checklist
(10) Scout Snipers Basic Course Screening Checklist

1. The enclosures are provided to assist training officers in screening and preparing Marines for courses conducted by the Advanced Infantry Training Company, School of Infantry.

2. Points of Contact:

Company Commanding Officer: Maj Blunt at 449-0296
Company First Sergeant: 1stSgt Soto at 449-0296
AITC Operations: 1stLt Nungesser at 449-0297 or
Msgt. Rogers at 449-0528

3. Maximum Capacity for AITC Courses:

a. Infantry Operations Chief Course	20
b. Infantry Unit Leaders Course	52
c. Infantry Squad Leaders Course(per section)	52
d. Infantry Mortar leaders Course	36
e. Infantry Machine Gun Leaders Course	36
f. Infantry Assaultman Leader Course	18
h. Infantry Anti-Tank Missilemen Leader Course	24
i. Martial Arts Instructor Course	36

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j. Marine Combat Instructor Course	40
k. Scout Sniper Basic Course	32

4. If the maximum capacity for the course is exceeded, the Division Training Officer, or an appropriate representative, will determine priority for acceptance.

5. It is the responsibility of the parent unit to screen all Marines attending a course of study at AITC for compliance with the prerequisites.

6. Each student will fill out the check-in data sheet, which will be put into an already made student-counseling jacket. The jackets will be collected by the Company Clerk and forwarded to the Senior Instructor of the respective course for further processing.

7. Course Pre-requisites:

a. The following are the prerequisites for each course and may be waived by the Commanding Officer of AITC only.

b. The following prerequisites for each course are established and will not be waived without the permission from the Company Commander, AITC.

c. At times, Marines with a non-infantry related MOS are sent to the various courses at AITC. The Commanding Officer, School of Infantry is the only individual authorized to waive the MOS prerequisite.

1) **Infantry Operations Chief Course**

a) A Marine must be an active or reserve member of the Marine Corps.

b) A Marine must be either a Master Sergeant select, a Master Sergeant, or a Master Gunnery Sergeant. The Marine must possess one of the following MOSs: 0369, 0321, 1812, or 1833.

c) A Marine must have one year of obligated service remaining upon completion of the course. This service requirement is waiverable to six months at the discretion of the Commanding Officer, Advanced Infantry Training Company.

d) A Marine must report with their health and medical records.

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e) A Marine must report with TAD orders, their SRB, and a "TD" fitness report from their parent command.

f) A Marine must not have any personal, legal, or medical issues that would interfere with their ability to successfully complete the course.

g) A Marine must meet Marine Corps height, weight, and body fat standards.

h) A Marine must have attended appropriate level advance MOS school.

2) **Infantry Unit Leader Course:**

a) Students must be an active or reserve member of the Marine Corps.

b) A Marine must be an 0369 Staff Sergeant.

c) An 03XX Sergeant (not including a staff sergeant select) or an 0369 Gunnery Sergeant may attend the course on a space available basis at the discretion of the Commanding Officer, Advanced Infantry Training Company.

d) Regardless of rank, a Marine MUST have completed the SNCO Career Distance Education Program (MCI 7100 or 8100 Series) prior to or after completing the IULC to be PME complete.

e) Have successfully completed the Infantry Squad Leader Course. (Can be waived on a case by case basis)

f) Must have one year obligated service remaining upon completion of the course.

g) A Marine must have a completed command screening checklist. The screening checklist must be signed by the Marine's Commanding Officer and a Medical Officer certifying that the student meets all requirements for enrollment.

h) Must be free from administrative, legal, medical/dental or personal problems which would preclude training.

i) Must be physically qualified for duty and have passed the last semi-annual physical fitness test (PFT).

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3) **Infantry Squad Leader Course:**

a) Students must be a Corporal through Sergeant in an Infantry rifle squad billet. **(NOTE 1)**

b) Marines must have one year obligated service remaining upon completion of the course.

c) Marines must be physically qualified for full duty.

d) Marines must have passed their last semi-annual physical fitness test.

e) Marines must be free from administrative, legal, medical/dental or personal problems which preclude training.

f) Marines must meet Marine Corps height, weight, and body fat standards.

g) Marines must be able to pass a physical fitness test upon arrival to the course.

h) A Marine must report with TAD orders, their SRB, medical record, and a "TD" fitness report or proficiency and conduct marks from their parent command or unit.

NOTE 1: Lance Corporals may attend the Infantry Squad Leader Course on a waiver as long as they are filling a Squad Leader billet and it is documented in the Service Record Book.

4) **Infantry Mortar Leader Course:**

a) Corporal through First Lieutenant. **(NOTE 2)**

b) Marines must have the MOS of 0341, 0369, 0848, or 0302.

c) Marines must have one year of obligated service remaining upon completion of the course.

d) Marines must be physically qualified for full duty.

e) Marines must be free from administrative, legal, medical/dental or personal problems which preclude training.

f) Marines must have a completed command screening checklist. The screening checklist must be signed by the Marine's Commanding Officer and a medical officer certifying that the student meets all requirements for enrollment.

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g) A Marine must report with TAD orders, their SRB, medical record, and a "TD" fitness report or proficiency and conduct marks from their parent command or unit.

h) Marines must be able to pass a physical fitness test upon arrival to the course.

NOTE 2: Lance Corporals will be enrolled on a case by case bases. Lance Corporals must be holding one of the following billets: Squad Leader in an 81mm mortar platoon, section leader, forward observer, or a FDC billet. This billet must be documented in the Service Record Book.

5) **Infantry Machine-gun Leader Course:**

a) A Marine must be an active or reserve member of the Marine Corps.

b) A Marine must be a 0331 Corporal or Sergeant. LCpls may attend when filling a Squad Leader billet.

c) The student's billet assignment must be annotated in their Service Record Book.

d) An 0369 staff non-commissioned officer or an 02/03 Lieutenant may attend the course on a space available basis at the discretion of the Commanding Officer, Advanced Infantry Training Company.

e) A Marine must have one year of obligated service remaining upon completion of the course. This service requirement is waiverable to six months at the discretion of the Commanding Officer, Advanced Infantry Training Company.

f) A Marine must have a completed command screening checklist. The screening checklist must be signed by the Marine's Commanding Officer and a medical officer certifying that the student meets all requirements for enrollment.

g) A Marine must report with TAD orders, their SRB, medical record, and a "To TD" report or proficiency and conduct marks from their parent command or unit.

h) A Marine must not have any personal, legal, or medical issues that would interfere with their ability to successfully complete the course.

i) A Marine must meet Marine Corps height, weight, and body fat standards.

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j) Marines must be able to pass a physical fitness test upon arrival to the course.

6) **Basic Heavy Machinegun Course:**

a) Private to Sergeant. Marine must have completed Marine Corps Recruit Training, Marine Combat Training, or Infantry Training Battalion.

7) **Infantry Assaultman Leader Course:**

a) A Marine must be an active or reserve member of the Marine Corps.

b) A Marine must be a 0351 Corporal or Sergeant. LCpls may attend when filling a Squad Leader billet.

c) Marines must have one year of obligated service remaining upon completion of the course.

d) Marines must be physically qualified for full duty.

e) Marines must be free from administrative, legal, medical/dental or personal problems which preclude training.

f) Marines must have a completed command screening checklist. The screening checklist must be signed by the Marine's Commanding Officer and a medical officer certifying that the student meets all requirements for enrollment.

g) A Marine must report with TAD orders, their SRB, medical record, and a "TD" fitness report or proficiency and conduct marks from their parent command or unit.

h) Marines must be able to pass a physical fitness test upon arrival to the course.

8) **Infantry Anti-Tank Missilmen Leader Course:**

a) A Marine must be an active or reserve member of the Marine Corps.

b) A Marine must be a Corporal through First Lieutenant with the 0352 or 0302 MOS. LCpls may attend when filling a Squad Leader billet.

c) Marines must have one year of obligated service remaining upon completion of the course.

d) Marines must be physically qualified for full duty.

e) Marines must be free from administrative, legal, medical/dental or personal problems which preclude training.

f) Marines must have a completed command screening checklist. The screening checklist must be signed by the Marine's Commanding Officer and a medical officer certifying that the student meets all requirements for enrollment.

g) A Marine must report with TAD orders, their SRB, medical record, and a "TD" fitness report or proficiency and conduct marks from their parent command or unit.

h) Marines must be able to pass a physical fitness test upon arrival to the course.

9) **Martial Arts Instructor Course:**

a) Marines must be in outstanding physical condition.

b) Marines will not have had any shoulder injuries within the last 5 years.

c) Marines will have no concussion or broken bones within the last 6 months.

d) Marines will not have stitches anywhere on the body.

e) Marines must be a Corporal or above.

f) Marines must have one year of obligated service remaining upon completion of the course.

g) MAIC is open to all MOS's.

10) **Marine Combat Instructor Course**

a) A Marines must be a Corporal through Gunnery Sergeant of any MOS.

b) Corporals must have at least 1 year time in grade and completed Corporals Course.

c) Corporals must have minimum 4.4 / 4.4 Pro Cons.

d) Marines must have a GT score of 90 or above.

e) Marines will have no Courts Martials.

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- f) Marines may have no more than 2 NJP's
- g) Marines must have no NJP's in the last 24 Months.
- h) Marines must have no 6105's entires in the last 24 months.
- i) Mariens must have no drug or alcohol incidents within the last 24 months.
- j) Marines must have passed must recent Semi-annual Physical Fitness Test.
- k) Marines must have a at least 3 years of obligated service remaining upon completion of the course.
- l) Marines must possess a swim qualification of CWS 4 or higher.
- m) Marines must have a current rifle/pistol qualification.
- n) Mariens must have had a physical within the last 12 months.
- o) Marines must be physically qualified for full duty.
- p) 30 day recertification completed
- q) Marines must have a completed command screening checklist. The screening checklist must be signed by the Marine's Commanding Officer and a medical officer certifying that the student meets all requirements for enrollment

11) **Scout Sniper Course**

- a) Marines must have a current and documented 1st class PFT. (Will be tested again upon arrival)
- b) Marines must have vision correctable to 20/20.
- c) Marines must have Twenty-four months of obligated service remaining in the Marine Corps and/or deploying with his unit upon course completion date. Reservists will be available for the unit's next scheduled deployment.
- d) Marines must have a current expert rifle qualification.

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e) Marines must not have received NJP or court martial within the last 6 months.

f) Marines must be volunteers with no history of mental problems or physical disorders.

g) Marines must possess a minimum GT score of 100.

h) Marines must be on full duty status, without any recurring injury that would preclude successful completion of the course.

i) Marines must not have any existing family or financial problems that would preclude attendance during all training events.

j) Sergeant and above must receive a TD fitness report.

k) Water Survival Qualification of 2nd class or higher

l) The following is recommended but not required:

- a. MCI 0381 Land Navigation
- b. MCI 0335 Infantry Patrolling
- c. MCI 0861 basic Forward Observer Procedures
- d. MCI 0332 Reconnaissance Marine
- e. Attended unit scout/ sniper platoon training
- f. Completed an infantry training cycle or deployment.

R. K. NUNGESSER